



WESTHOLME

Job title:	Learning Support Assistant
Contract Type:	Fixed Term Contract (1 academic year)
Salary:	National Living Wage
Hours:	31.5 hours per week
Working Weeks:	Term time + INSET days
Reporting to:	Lead SENDCo
Start Date:	September 2026

Role Summary:

- To work collaboratively with teaching staff in meeting the personal, social and curriculum needs of a pupil with an EHCP.
- Assist with the differentiated delivery of the curriculum and to provide feedback on progress to the teaching staff and SENCO.
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- To establish positive relationships with pupils and assist them to complete structured learning activities. Work may be carried out in the classroom or outside the main teaching area (supporting during exams; some co-curricular lunchtime activities or going on school trips etc).

Support for pupils:

- Under the clear guidance of the teaching staff, assist in the implementation of structured learning activities and to assist individuals/groups of pupils to complete tasks.
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- To undertake activities to assist in monitoring the personal, social and emotional needs of the pupils.
- To assist in the development and implementation of pupil's individual

targets and their monitoring and review.

- To monitor and record pupil progress on a regular basis and to assist with the recording of progress.
- To promote pupils' independence.
- Establish a constructive relationship with staff and pupils to assist pupil progress and attainment.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Assist in providing an atmosphere in which effective learning can take place.

Support for teachers:

- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- To assist in the monitoring and recording of individual pupils' progress and to report on pupils needs, achievements and concerns.
- Monitor pupils' responses to learning activities and record achievement/progress as directed
- To provide objective and accurate feedback to teachers on pupil achievement, progress and challenges
- To assist in the production of learning resources.
- Administer routine tests and assist in the invigilation of exams e.g. reader, scribe
- Assist in the supervision of children on trips/visits.

Support for the school:

- Contribute to the overall ethos/work/aims of the team and the School.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection and reporting all concerns to the appropriate person.
- To assist with the supervision of pupils out of lesson time.
- To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils.

Personal Qualities:

- Liaising and communicating effectively with stakeholders in the School (including students, colleagues, line manager, parents and governors).
- Remain respectful towards your colleagues.
- Observe that we are all placed to set an example to those around us.
- Seeking line manager support where necessary and appropriate.
- Reflecting on the effectiveness of professional relationships and identifying where improvements can be made.

Staff Code of Conduct:

- Lateness or absences to be reported as soon as possible to HR and your line manager.
- Staff to behave in a courteous and respectful manner to colleagues and visitors to the School.
- Staff lanyards are to be worn at all times in accordance with the school safeguarding policy.
- Telephone calls and verbal conversations are to be held in a respectful tone.

This list is not exhaustive but rather an indication of the main requirements of the role.

Applicants who have any questions can email HR, HR@westholmeschool.com

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Person Specification

Learning Support Assistant		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
Qualifications		
NVQ Level 2 or above qualification – appropriate to the post	D	A
A good standard of education including English and Maths	E	A
Experience/Knowledge/skills/abilities		
Experience of working with young people on a relevant setting	E	A/I
Experience of supporting pupils with speech, language, and communication needs	D	A/I
Experience of supporting pupils with ASD	D	A/I
Experience of supporting individuals and groups	D	A/I
Ability to relate well to young people	E	A/I
Good communication skills	E	A/I
Ability to supervise and assist pupils	E	A/I
Good time management skills and ability to prioritise tasks	E	A/I
Ability to make effective use of IT	E	A/I
Excellent interpersonal skills and an ability to work as part of a team	E	A/I
A caring approach	E	A/I
A professional outlook and flexible attitude to work	E	A/I
Knowledge of the concept of confidentiality	E	A/I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to health and safety	E	A/I
Commitment to training and professional development	E	A/I
Willingness to work occasionally outside of contracted hours	E	A/I